2005

Combined Federal Campaign

Heroes of the Pacific ... Be One!

Agenda

- Guest Speaker
- Find
- Agency Organization
- Keyperson Appointment
- Population/Payroll
- Weekly Progress Report
- Materials
- Kickoff Events
- Training Plan
- Important Dates
- To Do List

Guest Speaker

- **Mr. Gene Evans**

Find

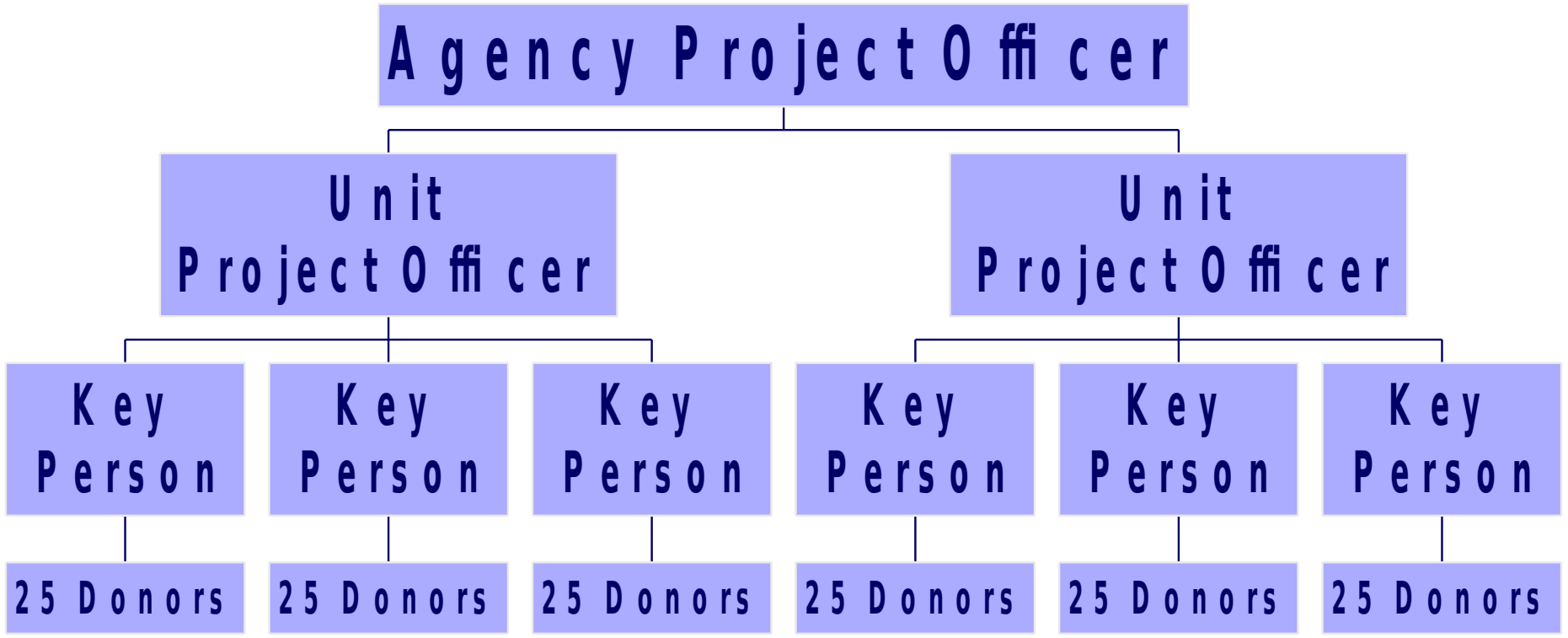
Federal Agency	Agency Number	Agency Head	Phone Number	Agency Project Officer	Phone Number

Unit Break Down

Unit Name	Unit Project Officer	Phone Number	E-mail	# Employees	# Employees Educated	Envelope #s	Materials Received	Recognition Items Received	Material Returned	Recognition Items Returned

DUE NOW!

Agency Organization



Keyperson Appointment

Agency: _____

Unit Project Officer: _____ IDENTIFY ASAP

Contact information: _____

KEY PERSON: _____

Thank you for serving as your unit's Keyperson. As the name implies, You are the "Key" to the success of the campaign.

Please contact me regarding your weekly progress report each _____; also

contact me should you have questions, need additional materials, or for any other support I can provide.

KEY PERSON RESPONSIBILITIES

The Keyperson is responsible for contacting an assigned group of employees, to give them information about the CFC and ask them for contributions to the campaign. No other worker has a more direct effect on individual giving than the Keyperson!

Population/Payroll

Date:
Agency (name):
Project Officer:
PO Contact Number:

DUE NOW!

Instructions:
Fill in number of personnel per pay grade below. Spreadsheet will automatically calculate total potential contribution and total population. Verify accuracy of total population (calculated at bottom). Sign and submit to CFC.

2005 AS PAY SCALE

Grade	# of Personnel This Grade	Annual Base Pay	Potential Contrib	Total Potential Contribution
AS-7		30,784	0.0100	-
AS-6		28,662	0.0100	-
AS-5		26,582	0.0100	-
AS-4		24,523	0.0100	-
AS-3		22,797	0.0100	-
AS-2		21,258	0.0100	-
AS-1		19,427	0.0100	-

2005 GS PAY SCALE

Grade	# of Personnel This Grade	Annual Base Pay	Potential Contrib	Total Potential Contribution
GS-15		103,071	0.0100	-

Weekly Progress Report

Agency Code:

Due Date	Donor Breakdown						Contribution Breakdown				Eagles	
Submit to CFC HQ	# Contacted	#Responded	#Cash/ Check	#Payroll Deduction	# Confidential	Total	$ Cash/Check Amount	$Payroll Deduction Amount	$Special Event Amount	Total Amount	#Eagle Givers	#Super Eagle Givers
21-Sep	0	0	0	0	0	0	0	0	0	0	0	0
28-Sep	0	0	0	0	0	0	0	0	0	0	0	0
5-Oct						0				0		
12-Oct						0				0		
19-Oct						0				0		
26-Oct						0				0		
2-Nov						0				0		
9-Nov						0				0		
Totals	0	0	0	0	0	0	0	0	0	0	0	0

Reviewed by

Date:

Materials

- **Delivery**
  - **Week of September 12**
- **Delivery will be to PO**
  - **PO will sign out/deliver to Unit PO's**
- **Large Agencies**
  - **By appointment**
- **Smaller Agencies**
  - **Federal Building Kickoff**
  - **AM during Week of September 12**

Print Materials

- **Envelopes**
  - **25 Pledge Cards**
  - **1 Keyperson Report**
  - **1 Deposit Slip**
  - **1 Training Guide**
  - **1 Small Poster**
  - **1 Lost Pledge Card Form**
  - **1 250+ Cash/Check Form**
- **Larger Poster will also be given to PO's**
- **Envelopes are assigned based on previous year**
- **Brochures will be given separately based on agency population**

Recognition Items

- **Eagle**
  - **Mug 1%**

- **Super Eagle**
  - **Backpack 2%**

Kickoff - Hickam

- Date - Tuesday, September 20
- Time - 1100 to 1300
- Place - Hickam Officers Club Lanai
- Who is Invited
  - Agency Heads
  - Project Officers
  - Keypeople
  - Buffet Lunch
  - Charities

Kickoff – Federal Building

- Date - Thursday, September 22
- Time - 1100 to 1300
- Place – 5th Floor Cafeteria
- Who is Invited
  - Smaller Agencies
  - Federal Building Employees
  - Charities

Training Plan

- Schedule Training Dates
- Schedule Venues
- CEO’s will be available to train
- Allow 30 minutes to train donors
- Request Guest Speakers
- CFC Video
- Face-to-Face/DVD/PowerPoint

Important Dates

- 26 Aug. – CEOs check-in w/ Planning Committee (26 Aug – 9 Dec)
- 29 Aug. - CEOs receive training
- 06 Sept. – Collate materials
- 06 Sept. – CEOs available for training
- 13 Sept. – 4th Project Officers Meeting
- 19 Sept. – Campaign starts
- 20 Sept. – Kickoff @ Hickam
- 22 Sept. – Kickoff @Federal Bldg.

To Do List

- Turn in Find - OVERDUE
- Turn in Population Payroll - OVERDUE
- Assign Unit project officers - IDENTIFY
- Assign Keypeople - IDENTIFY
- Send CEOs to training **August 26!**
- Bring Unit Project Officers to 13 Sept meeting
- Implement Training Plan
- Make plans to attend kickoff

Who To Call

- **Phone: 477-9257 / 477-9259**
- **Fax:**
  - **477-9373**
- **E-mail:**
  - **pacom_cfc_2005@yahoo.com**
- **Website:**
  - **www.pacom.mil/cfc/2005**

Questions

Thank You

- **Next Meeting**
  - **Where:**
    - **Camp Smith**
    - **Sunset Lanai**
  - **When:**
    - **September 13, 2005**
  - **Time:**

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